



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Executive and Indigenous Affairs	Senior Advisor, Indigenous Affairs	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
11-7714	Yellowknife	Indigenous and Intergovernmental Affairs

## **PURPOSE OF THE POSITION**

The Senior Advisor, Indigenous Affairs works as part of a team to develop options, proposals, legislative initiatives and negotiating mandates for the purpose of negotiating and implementing land, resources and self-government agreements in the Northwest Territories with Indigenous governments and with the Government of Canada.

The incumbent is also expected to provide GNWT departments with independent advice, guidance, analysis and interpretation on Aboriginal rights in the development of strategic plans, frameworks and other initiatives that are either departmental specific or have broad cross-departmental implications. In addition, the incumbent is expected to assess new policy announcements made by the federal government that have the potential to impact Aboriginal rights in the NWT.

The incumbent:

- Provides strategic analysis and advice on lands, resources and self-government negotiations and implementation;
- Prepares the department's negotiating team to negotiate on behalf of the GNWT by undertaking the preparation, analysis and review of pertinent documents such as proposed agreements and/or chapters, sub-agreements, cost-sharing arrangements, program and service delivery agreements and implementation plans;
- Leads in the development of decision papers, information items, materials, and presentations to ensure that the activities to advance the negotiation of land, resources and self-government agreements are guided by appropriate Cabinet direction; and
- Ensures that necessary interdepartmental input and consultation takes place with the appropriate GNWT departments and agencies in the development of options, proposals and negotiating mandates and ensures that the department's objectives



are met when participating in consultations led by other GNWT departments.

## **SCOPE**

The Indigenous Affairs branch of the Indigenous and Intergovernmental Affairs division is responsible for protecting, developing and promoting the interests of the territorial government and the residents of the Northwest Territories in the negotiation and implementation of land, resource and self-government agreements.

The position is located in Yellowknife and reports to the Manager, Indigenous Affairs. The incumbent works with minimal supervision to analyze complex issues arising out of land, resources and self-government negotiations, and to present viable approaches and options for managing these issues directly to the GNWT negotiating teams. The incumbent provides strategic advice and information through the Manager, Indigenous Affairs to members of the Department's Senior Management Team, including the Secretary to Cabinet, Deputy Secretary Indigenous and Intergovernmental Affairs, Director of Negotiations and the Director of Implementation, and ultimately for the consideration by the Deputy Ministers' Committee on Aboriginal Rights and by Cabinet, on issues as they affect the negotiation and implementation of land, resources and self-government agreements.

The incumbent must possess an in-depth understanding of the role and function of the territorial government as related to other governments in the Northwest Territories; an awareness of changing and evolving governance structures in the Northwest Territories, and an appreciation of the goals and aspirations of the Indigenous peoples of the Northwest Territories as these relate to land, resources and self-government.

The issues and concepts that the incumbent must understand and analyze are often diverse, complex, and highly abstract. The operating environment within which this work takes place can be fluid and subject to change, and may be impacted by political considerations. This requires the capacity for expert analysis culminating in innovative and creative solutions that will often establish precedent, and which may be adapted for a unique Northern social environment.

The incumbent should exercise initiative and innovation to propose solutions that are most appropriately suited to our unique northern environment. Discretion, diplomacy and self-control must be displayed at all times when representing the GNWT. The incumbent must also ensure that all duties are performed in compliance with GNWT direction and relevant legislation, regulations, contracts, agreements and memoranda. The provision of incorrect advice has the ability to damage working relationships between the GNWT and other governments and could jeopardize the future mandate and constitutional direction of the NWT.



- 1. Provide expert advice to the GNWT negotiating teams and departments; and lead in developing negotiating mandates/frameworks for all matters being negotiated in the context of land, resource and self-government agreements.**
  - Lead the development and analysis of proposed negotiating mandates;
  - Guide GNWT departments in the development of negotiating instructions to ensure consistency with GNWT's negotiating mandates and frameworks;
  - Assess the immediate and long-term impacts to the GNWT on options being contemplated by negotiation main tables;
  - Recommend strategic courses of action to Chief Negotiators;
  - Conducts and directs research of pertinent documents;
  - Identify NWT land, resources and self-government policy/legislative requirements;
  - Support the GNWT negotiating teams in the development of consultation strategies to ensure that the GNWT's legal duty to consult is fulfilled prior to recommending milestone agreements reached in negotiations for signing;
  - Identify priorities and prepare work plans in consultation with the Manager, Indigenous Affairs;
  - Establish and maintain communications with various land, resource and self-government departmental contacts and central agencies;
  - Provide GNWT departments with independent advice, guidance, analysis and interpretation on Aboriginal rights in the development of strategic plans, frameworks and other initiatives that are either departmental specific or have broad cross- departmental implications;
  - Monitor federal and provincial/territorial land, resources and self-government policies, and
  - Analyzes potential impacts to the GNWT on legal interpretations of Aboriginal rights and treaty issues in Canada.
  
- 2. Supports senior management in the department by providing expert advice and counsel on matters regarding the GNWT's relationships with Indigenous government or peoples.**
  - Provide ongoing expert advice based on GNWT negotiating mandates, policies and related agreements;
  - Participate and/or lead interdepartmental workgroups established to review and assess draft milestone agreements (framework agreements, agreements-in-principle, final agreements) reached in the negotiation of land, resources and self-governments agreements prior to ultimately recommending to Cabinet for signing to ensure that the text of agreement aligns with existing Cabinet approved negotiating mandates;
  - Interpret existing policy and legislation as they relate to Aboriginal rights;
  - Lead and coordinate interdepartmental working groups;



- Participate in project teams and committees as assigned;
  - Participate in interdivisional working groups to provide expert analysis in relation to the negotiation and implementation of land, resources and self-government agreements;
  - Review memoranda of understanding and agreements and provide strategic analysis and recommendations for their approval or revision;
  - Analyze and assess impact of proposed agreements or other documents as required;
  - Coordinate and prepare proposals for consideration by the Deputy Ministers' Committee on Aboriginal Rights and ultimately for submission to Cabinet;
  - Draft and review a range of documents including, but not limited to, presentations, strategies, Cabinet papers, speaking notes, briefing notes, mandates and correspondence;
  - Develop and deliver presentations on Aboriginal rights matters to a range of stakeholders across and outside government;
  - Monitor and assess new national policy announcements made by the federal government that have the potential to impact Aboriginal rights in the NWT;
  - Provide analysis and develop, in cooperation with departmental colleagues responses, comments and responses on the GNWT position in relation to the adoption of or amendments to International Conventions or National Agreements.
  - Support implementation of the Devolution Agreement, the United Nations Declaration on the Rights of Indigenous People, the Truth and Reconciliation Commission Calls to Actions, and the Missing and Murdered Indigenous Women and Girls Calls for Justice.
- 3. Lead in the development of Legislative Initiatives brought before Cabinet and Standing Committees to advance reconciliation or establish implementation legislation to bring Final Agreements into force.**
- Research and prepare legislative proposals and provide drafting instructions to legislative counsel;
  - Prepare discussion papers in preparation for the development of legislative proposals;
  - Monitor legislative action taken by other jurisdictions;
  - Analyze the effects of legislative changes initiated by other GNWT Departments and/or other jurisdictions, particularly with a view to determining possible impact on Aboriginal rights;
  - Consult with department staff, external stakeholders and possibly the general public;
  - Review all documents used in the legislative process (legislative proposals, drafting instruction, etc.) for conformity with standards and policy direction. Recommend revisions as required;



- Prepare supporting documents throughout the legislative approval process (Ministerial briefing notes, statements, information items for Cabinet and/or Standing Committee presentations);
- Liaise with legislative drafters in development of new/amended legislation;
- Recommend action to address opportunities or challenges;
- Monitor legislation/regulations to help ensure currency, relevance and consistency with government policy and best practice.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to prepare and/or analyze, interpret and critically assess information, legislation, policies, provincial/territorial/federal and departmental initiatives.
- Knowledge of the system of governance in the NWT and an understanding of the NWT's economic, social, cultural and political environment.
- Awareness of land, resource, and self-government agreements and how they relate to the political environment of the NWT.
- Awareness of federal, provincial and territorial policies on Indigenous issues, including Indigenous law and implementation issues, particularly related to land, resources and self-government agreements.
- Must be creative, focused on offering solutions and work well in a team environment.
- Must have the ability to effectively represent the department and its positions accurately and professionally.
- Ability to work effectively in a cross-cultural environment.
- Motivated with research, analytical, problem solving and planning skills.
- Assertive, self-motivated, diplomatic, confident, and have excellent interpersonal skills.
- Excellent communications skills, both verbal and written.



- Organizational and time management skills.
- Proficiency in the use of computers and related software such as spreadsheets, word processors, electronic communications, etc.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

A university degree in Business or Public Administration, Political Science or the Humanities with 3 years of related work experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION  
Basic (B)  Intermediate (I)  Advanced (A)   
READING COMPREHENSION:  
Basic (B)  Intermediate (I)  Advanced (A)   
WRITING SKILLS:  
Basic (B)  Intermediate (I)  Advanced (A)
- French preferred

**Indigenous language:** Select language

- Required
- Preferred